

## ICD-10 Informational Series, Part V: Provider Preparation/Helpful Hints

As a result of feedback from MaineCare's Provider Readiness survey participants, we have developed an ICD-10 Informational Series for providers in order to share information and to direct you towards preparing for transitioning from ICD-9 to ICD-10.

The informational series will include the following parts or topics:

- Part I: Overview of Provider Survey Results
- Part II: MaineCare's Provider Outreach Plan
- Part III: ICD-10 Provider Impact
- Part IV: Example of Coding Changes
- Part V: Provider Preparation/Helpful Hints

Provider Readiness Survey results indicated that providers would benefit from information about how to prepare for the ICD-10 transition. As a result, MaineCare would like to share the information below, which provides some helpful hints about ICD-10 preparations. For more detailed information, please see the resources listed at the bottom of this message.

### **How can your organization prepare for ICD-10?**

ICD-10 is a significant revision of the ICD code set. It is important that providers take the necessary steps to be ready to use ICD-10 by **October 1<sup>st</sup>, 2014**.

Some key steps to prepare may include:

#### **Awareness and Assessment**

- Obtain ICD-10 code books for code look-up
- Determine which code changes will most affect your practice
- Assess whether any business processes or systems will need to be updated for the ICD-10 code structure
- Assess whether any paper and electronic forms need to be updated
- Assess whether your staff will need training

#### **Requirements and Design**

- Identify what changes need to be made to business processes, systems, and paper and electronic forms
- Consider opportunities to make coding more efficient
- Identify who will need what type of training (e.g., coding certification, clinical documentation, etc.)

- Define a timeline to implement changes
- Discuss readiness with vendors, particularly software vendors

**Implementation and Testing**

- Update business processes, policies, systems, and forms
- Schedule and conduct training for clinicians, office managers, billers, coders, and other key staff
- Confirm vendor readiness
- Test with payers and other business partners

For more information, go to [MaineCare's ICD-10 webpage](#) or [CMS's ICD-10 Provider Resources' webpage](#). Please send questions about ICD-10 to MaineCare's [ICD-10 email box](#).